



Starting Family Tree: Research Helps and Searching Records

Research Helps and Searching Records is a beginning class designed to acquaint attendees with the basic features of the Research Help and Search Records boxes at the top right of the person page in Family Tree. Each of the features will be explained and where possible their use will be demonstrated. Time will be provided during the last part of the class for you to practice using these features.

RESEARCH HELP

Research Helps are shown in a box at the top right of the person page. They are also shown as an option on the Landscape, Portrait and Descendancy Tree views. Research Help includes Data Problems, Record Hints and Research Suggestions.

Data Problems

1. Data Problems are indicated by an icon that is a white exclamation point on a red background.
2. The system analyzes each person's data and flags any problems. Examples include non-standard date or place, birth after the mother's or father's death, birth after mother's child bearing years, and death before birth year.
3. Click on the individual data problem link to open a more detailed explanation of the problem.
4. Correcting an individual's data and relationships will resolve many data problems. This may require additional research to determine correct dates and relationships.
5. Click on the Show Details link at the bottom of the Research Help box to open a new page that shows each Data Problem. If it is determined that the data and relationships shown for that person are correct, this view may allow the problem to be dismissed.
6. Some Data Problems, such as non-standard dates and places, must be corrected to clear the Data Problem icon.
7. Resolving data problems helps improve the quality and accuracy of the information in Family Tree.

Record Hints

1. Record Hints are indicated by an icon that is a white record image on a blue background.
2. Record Hints are links to records found by FamilySearch for that person. FamilySearch compares the information for each deceased person in Family Tree with indexed records and displays possible matches. The accuracy of the matches depends on the information for that person in Family Tree. The accuracy of matches is high, and the list of Record Hints is short.

3. Click on the name of the person in blue to open the hint. A card appears with the information about the record to the left of the Record Hint section and within the same window. To close the card, click anywhere outside the card, but within the open window.
4. If the Record Hint pertains to the person, the record can be attached as a source by clicking on the blue Review and Attach box at the bottom of the card. This will allow others to see the source of the information when they view that person's page.
5. There may be more than one Record Hint for a particular event if more than one historic record for an event has been indexed or if a particular historic record has been indexed multiple times.
6. If the Record Hint does not pertain to the person, click on the blue Not a Match link at the bottom of the card to dismiss the Record Hint. If the Record Hint does apply to the person do not use Not a Match to clear the hint.
7. The details of the Record Hint can also be shown by clicking the Show Details link at the bottom of the Research Help box to open a new page shows each record hint. The option to Review and Attach and Not a Match are also shown. This page also shows the option to review any Dismissed Hints. To see Dismissed Hints, click the Dismissed Hints tab under the grey person information.

Research Suggestions

1. Research Suggestions are indicated by an icon with a white signpost on a purple background.
2. Research Suggestions are in Family Tree to alert users of possible record problems and missing data.
3. Research Suggestions are FamilySearch suggestions for further research on that person. They are generated as FamilySearch analyzes the information and finds deficiencies.
4. Click on the icon or the blue suggestion to see an explanation of the suggestion. If the suggestion can be dismissed a grey x will appear at the right of the suggestion box.
5. The details of the Research Suggestion can also be seen by clicking the Show Details link at the bottom of the Research Help box. If the suggestion can be dismissed a blue Dismiss link will be displayed to the right of the suggestion description.
6. Using these Research Suggestions to direct researching will improve the accuracy and completeness of Family Tree.

SEARCH RECORDS

The Search Records box is on the right side of the Person Page directly under the Research Help box. Using the Search Records function can increase the efficiency and effectiveness of research efforts. The Search Records function automatically builds a search request in FamilySearch or FamilySearch's partner sites; Ancestry, findmypast and MyHeritage.

FamilySearch

- 1 Clicking on the search button in the Search Historical Records box will open a new page showing the results of the automatic search.
- 2 Above the result is a banner that shows the person being searched and includes parents and spouse, if present from the person page.
- 3 Below the banner on the left, the automatic search criteria are shown. The search can be modified by changing the search criteria. All of the FamilySearch filtering options are also shown and can be used to focus the search.
- 4 The search results are shown to the right of the search criteria. Clicking the symbol in the Preview column or clicking anywhere on the search result will expand the list of results to show the details of that result. Clicking the symbol in the preview column again will close the expanded view. More than one search result may be previewed.
- 5 Clicking the name will display the record on the search results screen with the record details.
- 6 If the record has an image available it may be viewed from the search results or the preview.
- 7 The preview includes options to copy, print, share or place the record in your source box.
- 8 The record can be attached as a source from the preview by clicking the Attach to Family Tree link in the blue box. If the record is already attached to the individual as a source a blue View in Family Tree link will be shown.
- 9 To attach the record as a source for the individual click the Attach Source link. A new window will open with the information from the record displayed on the right. On the left the Family Tree data for the individual the system has matched to the record will show. If the individuals shown on the left are not correct use the blue Not your family link under Family Tree to select the correct individuals from the tree. Click the blue Attach link in the center to attach the record as a source. The system will generate the source and attach it to the individual indicated. You will be asked to provide a reason the source is being attached

Ancestry, findmypast and MyHeritage

Clicking on the Ancestry, findmypast or MyHeritage links in the Search Records box will show the results of an automatic search on those sites. Viewing the results of the search requires you to sign into an account on those sites.